

CHAPTER 5  
PUBLIC RECORDS  
AND FAIR INFORMATION PRACTICES

The Iowa narcotics enforcement advisory council hereby adopts the fair information practices segment of the Uniform Administrative Rules which is printed in the first Volume of the Iowa Administrative Code with the following amendments.

**551—5.1(17A,22) Definitions.** As used in this chapter:

“*Agency*” means the Iowa narcotics enforcement advisory council.

**551—5.3(17A,22) Requests for access to records.**

**5.3(1) *Location of records.*** A request for access to a record should be directed to the office where the record is kept. If the location of the record is not known by the requester, the request shall be directed to the Iowa Narcotics Enforcement Advisory Council, Office of Drug Policy, Lucas State Office Building, Des Moines, Iowa 50319. If a request for access to a record is misdirected, agency personnel will promptly forward the request to the appropriate person within the agency.

**5.3(2) *Office hours.*** Open records shall be made available during all customary office hours, which are 8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays.

**5.3(7) *Fees.***

*c. Supervisory fee.* In lieu of “(specify time period)”, insert “one hour”. Delete the parenthetical sentence at the end of the paragraph.

**551—5.9(17A,22) Public records, confidential records.** All records in the possession of the council other than confidential records are public records. The council shall deem to be confidential those categories of records enumerated in Iowa Code section 22.7 which are in its possession.

**551—5.10(17A,22) Personally identifiable information.** No agency records shall include personally identifiable information.

**551—5.11(17A,22) Data processing.** No data processing system collates or permits the comparison of personally identifiable information in one record system with personally identifiable information in another record system.

These rules are intended to implement Iowa Code section 22.11.

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